

North Cumberland Fire District Board of Trustees

Minutes of November 16, 2011 Meeting

Present: Philip Koutsogiane, Chair Others: Ghislaine Therien, Clerk

Michael Spaziani, Vice Chair Robert Murray, Treasurer

John Patrick McCoy Martin Klara, Tax Collector

Harry MacDonald Chief Brian Jackvony

Paul Lindquist

Matthew Gannon Excused: Brian Campbell

Duane Guenard

OPENING

Chairman called to order the regular meeting of the North Cumberland Fire District (NCFD) at 7:03 p.m.

SWEARING IN OF NEW TRUSTEES — NUNC PRO TUNC

Mr. Spaziani officiated swearing in of new members Philip Koutsogiane (effective July 20, 2011), Harry MacDonald (effective July 20, 2011) and Duane Guenard.

CLERK'S REPORT- October 19, 2011 Meeting

Motion made by Mr. Gannon and seconded by Mr. Lindquist to accept the Minutes with correction to Mr. MacDonald name. Motion carried by all present.

CORRESPONDCE Nothing to report.

TAX COLLECTOR'S REPORT — October 2011

- Taxes collected totaled \$710,674.13.**
- Fees collected \$131.92**

- Checks returned \$1,320.68
- Correction under Taxes Due. Should read 2011-2010 taxes due.

Freedom Bank is running a promotion offering electronic scanning of checks if an account is opened with their bank - cost is \$10/mo and scanner is provided free of charge. This would help record payments in a timely/efficient manner. Will discuss this with Robert Murray and have him speak with Citizens and Navigant to see if they offer a similar service.

Tax sale is scheduled for December 2, 2011. Forty accounts currently have agreements for payment of back taxes. Collection rate is ahead of last year.

Motion made by Mr. McCoy to accept the Tax Collector's report with date change. Motion seconded by Mr. Spaziani. Motion carried by all present.

TREASURER'S REPORT — October 2011

Mr. Murray submitted his report and highlighted the following:

NCFD Payroll and Overtime

- October payroll was \$58,367.16; Overtime was \$16,893.64. YTD OT is \$73,827.07.
- Percent of total expenses through October 12.33%
- 4 week payroll period
- No salary paid to Chief for September/October

Month of October 2011 P/L

Income/Revenue:

- \$1,390,328.64 YTD taxes collected

- Interest income \$1,324.59 YTD
- Various Fees \$11,292.00 YTD

Expenses:

- Total expenses for month \$126,999.77
- BC/BS \$20,360.53
- Total expenses YTD \$598,813.53
- Received an invoice from the Town for hydrant fees. LY deferred payment 6-7 months and paid it in April 2011. Chairman suggested deferring payment again this year.
- On budget for the month.
- Account #6490 \$1,716.00 for physical exams. Chief informed the Board that three employees paid a portion for their physical exam (\$1,275.00). Mr. Murray will offset the amount to reflect correct balance.

October 2011 YTD Profit and Loss

- Total Savings/Cash \$722,581.84
- Total Assets \$3,517,999.75
- Taxes Receivable \$745,321.83 (reflects all taxes owed as of 10/11)
- RI State Pension \$36,712.04
- Lease Obligation \$321,665.58
- Total Liability & Equity \$3,517,999.75

Motion made by Mr. MacDonald and seconded by Mr. Lindquist to accept the Treasurer's report as presented. Motion carried by all present.

CHIEF'S REPORT/MONTHLY EXPENDITURES

Chief Jackvony submitted his monthly report for October 2011 and

highlighted the following:

Emergency Calls:

- **The North Cumberland Fire Department responded to 155 incidents in the month of October. This represents 32 (26%) more than the same month in 2010.**

Personnel/Equipment:

- **Conducted mutual aid/fire/hurricane related responses.**

Buildings/Grounds:

 New boiler installed and approved by State Inspector.

 Roof project underway. Firefighters at the station would like to have the skylights removed to avoid leakage problems. No additional charge — would be covered under the repair contract.

 Firefighters purchased 4 lounge chairs for the day room area of the station at a cost of \$729.00 per chair or a total cost of \$2,916.00 — was not budgeted. Union has already paid for all 4 chairs and would like the Board to pay half the cost (\$1,458.00). Motion made by Mr. McCoy to table to the December 21st meeting. Motion seconded by Mr. Lindquist. Motion carried by all present.

Equipment:

- **Pump leak identified on Truck 5.**
- **SCBA repairs by Shipman's Fire Equipment.**

Motion made by Mr. Lindquist and seconded by Mr. Gannon to accept the Chief's report as presented. Motion carried by all present.

COMMITTEE REPORTS

Financial Management, Budget, Taxes:

- **Nothing to report**

Apparatus/Buildings/Grounds

- **Nothing to report**

Personnel/Labor Relations

- **Will discuss in Executive Session.**

Negotiations

- **Nothing to report.**

Labor Management

- **Nothing to report.**

Consolidation

- **Will report under Old Business**

OLD BUSINESS

Update of Sharing Services with Valley Falls Fire District

- **Mr. Spaziani attended the consolidation meeting held at the Cumberland Library.**
- **Memorandum regarding sharing of the Chief's position should be ready by the December meeting.**
- **Looking at getting administrative personnel to aid the Chief. Administrative personnel will not be part of the contract.**
- **Deputy Chief position will not be shared — only fire inspection services.**

NEW BUSINESS

- **December 21st meeting date agreed to by all present.**
- **Chairman Koutsogiane will prepare a letter of appreciation to Ed LeBlanc for his many years of service.**

Detail Billing:

No set policy in place — consider adding 10% to cover payroll taxes. Contract states \$35.00 per hour, per firefighter. Fire department occasionally asked to waive the 10% fee. Need a clear cut policy. Charge \$40.00 per hour, per firefighter to include taxes plus cost of car if needed. Motion made by Mr. Mac Donald that detail charge from the District to any vendor shall be \$40.00 per hour, per firefighter to cover the cost of firefighter payroll taxes and use of a District vehicle. Motion seconded by Mr. McCoy. Motion carried by all present.

PUBLIC COMMENT

None

Motion made by Mr. Lindquist and seconded by Mr. Spaziani to move into Executive Session. Motion carried by all present.

Executive Session per R.I.G.L. 42-46-5(a) (2

- **In accordance with Rhode Island General Law 42-46-5 (a) (9), Grievance filed pursuant to Collective Bargaining Agreement.**
- **In accordance with Rhode Island General Law 42-46-5 (a)(2), Collective Bargaining**

RECONVENE

Motion made by Mr. Lindquist and seconded by Mr. Spaziani to

reconvene Public Meeting. Motion carried by all present.

Motion made by Mr. Lindquist and seconded by Mr. Spaziani to not disclose any vote taken during Executive Session pursuant to RIGL 42-46-4 (b) and to seal the minutes of said Executive Session. Motion carried by all present.

Adjournment

Motion made by Mr. McCoy and seconded by Mr. Spaziani to adjourn the meeting. Motion carried by all present. Meeting adjourned at 9:38 p.m.

Respectfully submitted,

Ghislaine D. Therien, Clerk